

DEPARTMENT OF CORRECTIONS AND REHABILITATION OPERATIONS MANUAL

CHAPTER 1 — GENERAL ADMINISTRATION

ARTICLE 2 — ~~GENERAL INFORMATION~~ UNASSIGNED

Revised August 24, 1995

11020.1 — Policy

The Director of the Department has established general guidelines for work hours and for the availability of legal resources to staff.

11020.2 — Purpose

This section provides information about work hours and the availability of legal material and notary service in Headquarters for the Department.

11020.3 — Office Hours

Offices shall be kept open for business from 8:00 a.m. to 5:00 p.m., Monday through Friday.

Work Hours

Work hours, unless otherwise specifically identified, are from 7:45 a.m. to 4:30 p.m., and the lunch period is from 11:45 a.m. to 12:30 p.m. Managers shall work any additional or different hours that are necessary for the performance of their duties.

Lunch Periods

In those offices where reception and/or telephone service are necessary during the lunch period and between 4:30 and 5:00 p.m., the work hours for employees shall be adjusted. Each section shall develop minimum coverage procedures as needed, and all employees whose working hours are thus adjusted shall be furnished with a copy of the appropriate procedures.

Rest Periods

Managerial, supervisory, and confidential employees may be granted rest periods in the mid morning and in the mid afternoon hours. The total time shall not exceed 15 minutes for any single rest period or 25 minutes for any day. A rest period shall not be granted during the first or last hour of the employee's work hours. The contracts for the various bargaining units govern rest periods for those employees who are covered by these contracts.

11020.4 — Legal Library

The Legal Affairs Division, located in Central Office, maintains a law library which includes annotated copies of all California and U.S. Codes and other legal publications, including reports of California and some federal cases. The library is accessible to non-Legal Affairs staff who are working on departmental matters. Staff should remember to check the pocket supplement for amendments to the codes that were made after the main volume was published.

Access to the law library may be obtained by checking with the receptionist for the Legal Affairs Division. Law library materials may not be taken from the Legal Affairs office.

11020.5 — Code of Regulations

Copies of the California Code of Regulations, Title 15, Division 3 [cited throughout as CCR (15) (3)] are maintained in the Legal Affairs Division, Regulation Management Unit, 1515 "S" St., Room 125S, Sacramento, California, 95814. The divisions of Title 15 are:

Title No.	Division No.	Title Name
15		Crime Prevention and Corrections.
	Division 1	BOC
	Division 2	BPT
	Division 3	CDC
	Division 4	CYA

Division	Youthful Offender Parole
4.5	Board (YOPB)
Division 5	NAEA
Division 7	YACA

11020.6 — Notary Service

~~The Notary Public for Headquarters is the Contract Analyst, within the Contract and Business Services Unit, Room 127 S, 1515 "S" Street, Sacramento, California, 95816.~~

11020.7 — Revisions

~~The Deputy Director, Administrative Services Division, or designee, shall ensure that the content of this section is accurate and current.~~

11020.8 — References

~~GC § 11020.~~

~~CCR (2) (1) § 599.780.~~

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